



STATE OF CALIFORNIA
DATA EXCHANGE-CHECK CASHES MS A 10
SERVICE AND SUPPLY
FRANCHISE TAX BOARD
9646 BUTTERFIELD WAY
SACRAMENTO CA 95827

For FTB Use
Replacement File Requested
Corrected File Received

CD-ROM TRANSMITTAL FORM

Check Casher Information Reporting

Report for Calendar Year: _____

Type of file:

Original

Replacement

(Use this form to submit your check casher reporting data on a CD-ROM.)

Part I Check Casher Information

1. Business Name	2. FEIN	3. SEIN	4. DOJ Permit Number
5. Street Address	6. Suite Number		
7. City	8. State	9. Zip	
10. Telephone Number	11. FAX Number		

Part II Transmitter Information

12. Transmitter Name	13. FEIN	
14. Street Address	15. Suite Number	
16. City	17. State	18. Zip
19. Contact Person	20. Telephone Number	

Part III

Send this form with your CD to:

Shipping:

DATA EXCHANGE – CHECK CASHES MS A10
FRANCHISE TAX BOARD
9646 BUTTERFIELD WAY
SACRAMENTO CA 95827

U.S. Postal Service:

DATA EXCHANGE – CHECK CASHES MS A10
PO BOX 1468
SACRAMENTO CA 95812-1468

CD-ROM TRANSMITTAL FORM - INSTRUCTIONS

Check Casher Information Reporting

Use this form to submit your check casher reporting data on a CD-ROM. Send only one CD-ROM per check casher business. If the data does not fit on one CD-ROM, use multiple CD-ROMs and label each according to the instructions below. All files submitted on a CD-ROM must be for the same calendar year. Include this form when you submit your CD-ROM to ensure proper handling. It is important to fill out the form accurately and completely.

Report for Calendar Year

Enter the calendar year of the transaction you are reporting.

Type of File

Tell us if this is the original or a replacement disk.

Part I Check Casher Information

Provide information about the check casher that is submitting the report. Enter name of the business exactly as it appears in the "A" record of the check casher CD-ROM.

FEIN: Nine-digit number the Internal Revenue Service assigned to you or your business.

SEIN: Eight-digit number the California Employment Development Department assigned to you or your business.

DOJ Permit Number: Seven-digit permit number the Department of Justice assigned you or your business.

Part II Transmitter (Preparer) Information

The transmitter is the entity that prepares the CD-ROM. The check casher business, tax preparer, third party transmitter, or a software provider can be a transmitter. If you are using an entity you have authorized to submit your Check Casher CD-ROM to us, enter its information in Part II. Be sure to include the name of the person to contact if we experience media problems.

File Preparation (CD-ROM Identification)

Report only one check casher business per CD-ROM. If the data does not fit on one CD-ROM, use multiple CD-ROMs and label each according to the instructions below. Using a permanent marker, label each of your CDs with the following information:

- a. Name of check casher business
- b. Name of transmitter
- c. Type of information return you are submitting – *Check Casher*.
- d. Number of CD-ROMs. If you are submitting more than one CD-ROM for the same check casher business, list the sequence numbers on the disk (i.e. *1 of 2, 2 of 2*). If you submit only one disk list it as *1 of 1*.

Record Maintenance

We suggest that you retain a copy of each transmittal and maintain your data for five years.

Customer Support

For further information about reporting check casher return information on a CD-ROM, please call Data Exchange Production Services at (916) 845-3778 or send an email to **DESHelp@ftb.ca.gov**.